

## **1019 - DEVELOPMENT COORDINATOR**

### **NATURE OF WORK**

Plans, organizes, directs, and coordinates ongoing and special project funding programs for the City. This may be accomplished through personal participation or delegating responsibility.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Prepares statement of planned activities and enlists support from the City and organizations.

Develops public relations materials to enhance the City's image and promote public and private partnership programs.

Identifies potential contributors to special project funds and supporters of the City's ongoing operations through examination of past records, individual and corporate contracts, and knowledge of the community.

Plans and coordinates fund drives for projects.

Identifies responsibilities for personal solicitation, and governing body.

Organizes direct mail campaign to reach potential contributors according to special interests or capabilities.

Organizes solicitation drives for pledges of support and partnership from individuals, corporations, and foundations.

Informs potential contributors of the special needs of the City, and encourages individuals, corporations, and foundations to establish or contribute to special funds through partnership, donations of gifts-in-kind, or bequests.

Researches public and private grant agencies and foundations to identify sources of funding for community service, or other projects.

Creates mailing lists of potential donors and partners.

Researches funding opportunities, including grants, from individuals, institutions, corporations, and foundations.

Supervises and coordinates activities of workers engage in maintaining records of contributors and grants and preparing letters of appreciation to be sent to contributors.

Negotiates agreements with representatives of other organizations for exchange of mailing lists, information, and cooperative programs.

Other duties may be assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to effectively communicate with and influence from citizens, citizen groups, City Officials and businesses.

General knowledge of marketing strategies and public relations.

General knowledge of the Community and Business Centers.

Knowledge of the principles, methods, materials and equipment needed to conduct fundraising activities.

## **1019 - DEVELOPMENT COORDINATOR**

Ability to express ideas and information clearly and concisely, both verbally and in writing.  
Ability to maintain financial records and to prepare clerical and financial reports.

### **MINIMUM REQUIREMENTS**

Two (2) years experience funding track record of successful fundraising activities.  
DESIRE: Bachelor's Degree in Public or Business Administration, Finance or a related field.  
Experience may substitute for education on a year for year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling sitting, standing, pushing and pulling.

### **SUPERVISION RECEIVED**

Reports to Department Head.

### **SUPERVISION EXERCISED**

May supervise clerical staff.

Rev. 02/99